



CERIDIAN TIME AND ATTENDANCE IS LIVE!

November 18 – December 1, 2007 requires 100% participation

We are pleased to announce that Ceridian Time and Attendance is LIVE for the pay period November 18 – December 1, 2007. Employee paychecks for December 13, 2007 will be generated from Ceridian. It is crucial for ALL employees to enter time in Ceridian, online or via time clocks by the end of the day on Sunday, December 2, 2007.

Also, remember that Open Enrollment ends Friday, November 16, 2007 at 6:00 p.m. Employees should follow the instructions provided below and online for enrolling in 2008 benefits.

Thanks for your efforts to make Ceridian Human Resource Information System a success!

*- Rob Henken, Director
Department of Administrative Services*

TIME AND ATTENDANCE UPDATE

Ceridian Time and Attendance is live for the pay period from November 18 – December 1, 2007. This means that employee paychecks for December 13, 2007 will be generated from Ceridian. **It is critical that ALL employees enter time in Ceridian online or via time clocks. Your paycheck depends on accurate and timely entry!**

- **Employees:** enter all time and **sign your online timesheet by the end of day on Sunday following payday** (Sunday, November 18 for current pay period).
- **Approvers:** validate and **approve time in Ceridian Time and Attendance by noon on Wednesday following payday** (Wednesday, November 21 for current pay period).

As a contingency, employees will continue to enter time in Genesys paper timesheets for the next pay period.

SELF-SERVICE UPDATE

Access Self-Service online to change your W-4, Direct Deposit and emergency contact information!

- If you are currently enrolled in Direct Deposit, your Ceridian paycheck on December 13 will be automatically deposited in your bank account. For employees that are NOT enrolled, if you **sign up for Direct Deposit in Self-Service by November 17** your Ceridian paycheck will be deposited directly into your bank account on December 13. If you do not enroll in Direct Deposit your paycheck will be mailed to your home, not distributed at work.

BENEFITS UPDATE

All **eligible employees must re-enroll in benefits for 2008 by Friday, November 16, 2007 at 6:00 p.m.** Here are some tips to help you:

- Go to www.county.milwaukee.gov, click on "Milwaukee County Employees" on the bottom left, click on "Benefits Online/Open Enrollment." On the login page enter your User ID and Password. Your User ID is 1083 followed by your employee/clock number (the same number you use to log into Time & Attendance). Your password is the last four digits of your Social Security Number.
- Dedicated computers are located at various [County sites](#). You can also use a computer at any [public library](#) in Milwaukee County, or any computer that has access to the Internet.
- Visit the Enrollment Center in the lower level rooms of the Coggs Center at 12th & Vliet from 7:30 a.m. to 5:00 p.m. Monday-Friday.
- Contact your HR/Payroll Clerk with questions or call the Open Enrollment help desk at 1-800-586-5120 from 7:00 a.m. - 7:00 p.m.

TO ACCESS CERIDIAN WEBSITES AND INSTRUCTIONAL DOCUMENTS, GO TO:

- <http://www.county.milwaukee.gov/>
- Click on "Milwaukee County Employees"

Email Questions/Comments To:
ceridiancommunicator@milwcnty.com